

THE Calendar

- ◆ Workshops are on a monthly four week rolling calendar excluding holidays. Months with five weeks reserve the fifth week for special projects.
- ◆ All workshops have a minimum of 10 and maximum of 20 participants. See website for workshop descriptions.
- ◆ "OR" denotes the workshop that fills first will be offered.
- ◆ Workshop confirmation is determined 10 business days from scheduled date.
- ◆ All full day workshops are \$130.00 per participant and all half-day workshops are \$100.00 per participant.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Nashville	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Nashville
	<ul style="list-style-type: none"> ◆ Respectful Workplace: Managers ◆ Organizational Policies and Practices ◆ New Supervisory Leadership Development 	<ul style="list-style-type: none"> ◆ Respectful Workplace: Managers 	<ul style="list-style-type: none"> ◆ Respectful Workplace: Staff—AM & PM 	<ul style="list-style-type: none"> ◆ Communications Breakdown—AM ◆ Generations for Staff—PM 	<ul style="list-style-type: none"> Special Projects
Week Two	Nashville	Jackson, Tri-Cities	Jackson, Tri-Cities	Jackson, Tri-Cities	Nashville
	<ul style="list-style-type: none"> ◆ Respectful Workplace: Staff—AM & PM ◆ Organizational Policies and Practices ◆ Communication Breakdown—AM 	<ul style="list-style-type: none"> ◆ Respectful Workplace: Manager's 	<ul style="list-style-type: none"> ◆ Respectful Workplace: Staff—AM & PM 	<ul style="list-style-type: none"> ◆ Communications Breakdown—AM ◆ Generations for Staff—PM Nashville ◆ Respectful Workplace: Staff—AM & PM 	<ul style="list-style-type: none"> Special Projects
Week Three	Nashville	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Nashville
	<ul style="list-style-type: none"> ◆ Respectful Workplace: Managers ◆ Giving Employee Feedback (MP) ◆ Principles for Positive Performance 	<ul style="list-style-type: none"> ◆ Organizational Policies and Practices OR <ul style="list-style-type: none"> ◆ Becoming A Change Agent 	<ul style="list-style-type: none"> ◆ Giving Employee Feedback (MP) OR <ul style="list-style-type: none"> ◆ Principles for Positive Performance 	<ul style="list-style-type: none"> ◆ New Supervisory Leadership Development OR <ul style="list-style-type: none"> ◆ Customer Service Zone 	<ul style="list-style-type: none"> Special Projects
Week Four	Nashville	Jackson, Tri-Cities	Jackson, Tri-Cities	Jackson, Tri-Cities	Nashville
	<ul style="list-style-type: none"> ◆ Giving Employee Feedback (MP) ◆ Respectful Workplace: Managers ◆ Generations: Staff—AM & PM 	<ul style="list-style-type: none"> ◆ Organizational Policies and Practices OR <ul style="list-style-type: none"> ◆ Becoming a Change Agent Nashville <ul style="list-style-type: none"> ◆ Becoming a Change Agent 	<ul style="list-style-type: none"> ◆ Giving Employee Feedback (MP) OR <ul style="list-style-type: none"> ◆ Principles for Positive Performance 	<ul style="list-style-type: none"> ◆ New Supervisory Leadership Development OR <ul style="list-style-type: none"> ◆ Customer Service Zone Nashville <ul style="list-style-type: none"> ◆ Customer Service Zone 	<ul style="list-style-type: none"> Special Projects

- ◆ Performance Evaluation & Completing Harassment Intake Referral Forms remain on-line workshops.
- ◆ Understanding Employee Benefits available on-line May, 2009.
- ◆ Investigations: Discrimination & Harassment Claims and ADA workshops offered quarterly. For the schedule call Renee Cranford at 615 253-8911.

